APPENDIX G – Pre-Proposal Meeting

RFP Logo Trust 005 – Administrative and Operational Services for PA LOGO Signing and TODS Program

Appendix G – Pre-Proposal Conference Guide

PREPROPOSAL CONFERENCE GUIDE

Ladies and Gentlemen, my name is **Bill Gipe**. I am the **Issuing Officer of RFP 005 – Administrative and Operational Services for PA LOGO Signing and TODS Program.** I am responsible for administrative and contractual questions, comments, and issues for this RFP. Other Commonwealth personnel present are **Mark Alexander, Civil Engineer Manager and Ken Reuther, Senior Civil Engineer both with the Bureau of Maintenance and Operations Highway Safety and Traffic Operations Division.** If you have not already done so, please be sure to sign the attendance register.

1. May I ask you now to introduce yourselves giving your name, title and the firm you represent?

2. To facilitate the questions and answers portion of the conference, question forms were provided on the table where the sign in sheet is located. Please use this form to write out your questions. When we reach the questions and answers portion, we will collect the forms and read each question without identifying the firm involved.

3. This Pre-proposal conference has **four** purposes:

    1. To furnish you some of the background leading to the issuance of this request for proposals;

    2. To emphasize those requirements of the RFP we consider especially important;

    3. To point out some areas Offerors have had problems with in the past; and

    4. To attempt to provide answers to your questions written on the questions form concerning the RFP.

4. **Background**. Mark Alexander will now provide a short, technical overview of the project:

    Good Morning.
    The Pennsylvania Department of Transportation (PennDOT) executed a Trust Agreement on November 1, 1984 which was Restated and Amended in its entirety on July 31, 2007 and further amended on May 28, 2009 and on July 23, 2009 creating the Pennsylvania Tourism Signing Trust to fulfill PennDOT's Logo Signing and Tourist Oriented Directional Signing (TODS) Programs as well as other signing related issues assigned to it from time to time by PennDOT. The Agreement further provides that the PTST Board may select, in cooperation with PennDOT, a person, firm or corporation as Administrator for the Programs.

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Logo signs are guide signs that provide road users with business identification and directional information from limited access highways for services and eligible attractions as defined in PennDOT's Logo Guidelines. TODS are guide signs on conventional highways with one or more sign panels that display the name of businesses and directional information for eligible businesses, services, and activity facilities as defined in PennDOT's TODS Guidelines.

This Request for Proposals is to serve as Administrator and to provide Administrative and Operational Services to the Pennsylvania Tourism Signing Trust. Specifically, the selected offeror shall have responsibilities identified by the PTST Board which shall include:

- Solicitation, marketing and qualification of businesses for participation in the Logo Signing and TODS Programs
- Billing and collection of accounts
- Delivery of engineering services
- Delivery of construction services
- Delivery of accounting services
- General administration of the Logo Signing and TODS Programs
- Performance of any and all functions incident to acting as the delegate of the PTST Board
- Staffing and operating an Office to conduct the business of administering the Logo and TODS programs on a daily basis
- Providing detailed financial and program information to PTST's Business Manager on a schedule established by the Business Manager for his review.

In addition, there are monthly status reports required along with an annual report which will summarize for both the Logo and TODS programs results for the past year, current activities, problems and future direction.

Thank you.

5. **Critical Points in the RFP**. To minimize delays in proposal evaluation and to avoid rejection of your proposal, read the RFP carefully and submit a complete proposal. Our evaluation will be based almost entirely on what is submitted by you. Follow as completely as possible the proposal format given in Part II of the RFP; this will aid us in making our comparative evaluation.

6. **Problem Areas in the RFP**.

   a. No answer is official until it is confirmed in writing.

b. Proposals must be timely received from, and properly signed by, the Offeror.

c. The proposal shall consist of **two (2)** separately sealed submittals:

   i. Technical Submittal;

   ii. Cost Submittal;

d. If you specify that the proposal is not firm for the time period specified in Section I-12 of the RFP, which is 120 days, your proposal may be rejected.

e. If there are any assumptions included in the cost submittal, your proposal may be rejected.

f. If you state that the proposal is contingent on negotiation of Offeror terms and conditions, your proposal may be rejected.

7. **Questions**. All questions asked today will be officially answered in writing and will be posted to the DGS website as an addendum to, and shall become part of, the RFP. Any answer given today must be considered unofficial until it is confirmed in writing.

The Department is still working through the questions that were received in writing; however there are some questions we will answer today. Formal responses will be posted in accordance with the RFP Calendar of Events, which shows a posting date of Thursday June 18, 2015. Official answers will be posted in writing to the DGS eMarketplace website as an addendum to, and shall become part of, the RFP.

I will now attempt to answer any further questions that you may have. I will not attempt to answer any question that is not reduced to writing on the question form. However, if the answer to one question generates another question orally, I ask that the additional oral questions be written on the questions form and provided to me to ensure that the oral questions may be confirmed in writing. As previously stated, all questions asked today will be officially answered in writing and will be posted to the DGS website as an addendum to, and shall become part of, the RFP. Each Offeror is responsible for monitoring the DGS website for new or revised RFP information.

Is there anyone who would like to take a short 5 minute break to allow time for preparation of written questions?

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[5 minute break, if necessary]

I will now read each question without identifying the firm involved and, if I can, answer it now. However, any answer given today must be considered unofficial until it is confirmed in writing. Again, all questions and written answers will be posted to the DGS website as an addendum to, and shall become part of, the RFP. And it is each Offeror's responsibility to monitor the DGS website for new or revised RFP information.

Closing Statements. We would like to thank you for your time and interest in this RFP for Administrative and Operational Services for PA LOGO Signing and TODS Program. Please continue to monitor the DGS eMarketplace website for additional information for this procurement.

Thank you and have a nice day.

ADDENDUM 1

QUESTIONS & ANSWERS

RFP 005, "Administrative and Operational Services for PA LOGO Signing and TODS Program"

Q1. Who is the current administrator?

A1. The current administrator is Herbert, Rowland & Grubic, Inc.

Q2. The cover letter indicates that proposals must be submitted in fifteen (10) copies, and the RFP Part I Page 3 Item I-12 indicates 10 paper copies of the Technical Submittal and 10 paper copies of the Cost Submittal are required. Is the correct number of copies ten or fifteen?

A2. The correct number of copies is ten (10).

Q3: Appendix B - Proposal Cover Sheet - In the Offeror Information section is it a requirement to bid that the Offeror have a website and a SAP/SRM Vendor number or are these just supplied if available?

A3: They are not required.

Q4: Sample Contract Page 4 Item 5 - Indicates that subcontractors must be approved in writing by the Trust. Does approval have to be obtained in conjunction with the RFP or is the approval made after awarding the bid?

A4: Subcontractors need to be identified in the proposal. Execution of the contract constitutes approval of the proposed subcontractors. Subsequent changes to subcontractors need to be approved in writing before the change can occur once the contract is in effect.

Q5: Do subcontractors need to be specifically named in the proposal or can we just identify the areas in which a subcontractor will be utilized?

A5: See the answer to Question 4.

Q6: Appendix C Cost Worksheet - Task B Engineering - requests a cost per Type A sign based on 30 signs within the two year contract period - What if any modifications will be made to the contracted fees if within that two year term there are more than or less than 30 Type A signs required?

A6: No change will be made to the established rate the awarded offeror will be able to charge for Type A signs regardless of whether there are more than or less than quantity of 30. All quantities are estimated. If more signs are needed a change order would be required to the contract as stipulated under Paragraph 19, Modifications of Appendix A. The rate for the additional signs would be the established rate. You will not be able to charge for signs that were not constructed. For example, if only 25 signs are constructed you cannot charge for the five remaining estimated signs.

Q7: During the transition from the current Administrator to the new Administrator chosen under the RFP how are projects that are in progress handled in relation to Administration and Engineering fees?

A7: The program does not expect that there will be any Type A signs in progress during the transition. If there are signs that remain, the awarded offeror will be paid at the established rate from Appendix C, Cost Worksheet, Engineering (Type A signs). The administration fee is not relevant since the awarded offeror will be paid the established rate for administration indicated in Appendix C, Cost Worksheet, Administration.

Q8: Part I, I-22, what is the difference between renewal and extension regarding starting time?

A8: The extension option is for the purposes of preventing a lapse in service and is for up to three (3) months upon the discretion of PTST.

The renewal option is also at the discretion of PTST and will be for a time period up to 36 months with an escalation rate of 2% upon the start date of the renewal period.

PRE-PROPOSAL CONFERENCE- RFP LOGO Trust 005

Administrative and Operational Services for PA LOGO Signing and TODS Program

COMMONWEALTH EMPLOYEE SIGN IN SHEET

June 11, 2015 10:00 AM

Keystone Building, 5th Floor Bid Room

PLEASE PRINT

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PRE-PROPOSAL CONFERENCE- RFP 005

Administrative and Operational Services for PA LOGO Signing and TODS Program

SIGN IN SHEET

June 11, 2015 10:00 AM

Keystone Building, 5th Floor Bid Room

PLEASE PRINT

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